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ABSTRACT

In the fall of 1976, questionnaires were mailed to 99 occupational education administrators in California community colleges in order to ascertain whether there were differences in these individual's responsibilities and job duties from college to college. Responses were received from 81 of those surveyed, a rate of 80%. Results of the survey showed: (1) slightly more than half of the administrators were employed in single-college districts; (2) two-thirds had full-time responsibility for occupational education; (3) differences in rank among the administrators were noted--60 of the respondents were deans or associate deans, 17 were assistant deans or directors, and 4 were coordinators; (4) 78 of the administrators were classified as management; (5) 47 of the administrators were formerly high school teachers; (6) 53 also taught courses in their community college, although the courses which they taught were not necessarily occupational in nature; and (7) the majority of the respondents reported the dean of instruction as their immediate supervisor. Overall, it appeared that there were some differences in the responsibilities of occupational administrators, but the primary duties of such administrators did not differ greatly. Tabular data for single and multi-college districts and a ranked list of job tasks are appended. (JDS)

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OCCUPATIONAL EDUCATION ADMINISTRATORS' DUTIES/RESPONSIBILITIES SURVEY

Background:

In the Fall of 1976 a questionnaire was mailed to those persons whose primary responsibility on the community college campus in California, is the Administration of Occupational Education. They were asked to respond to a list of job duties mentioned most often as the responsibility of the occupational educators. They were asked to identify those tasks which were their primary responsibility and also name those duties which were not part of their yearly routine.

The purpose of the study was to determine if there was a significant difference in the job duties from college to college. Also, is there any variation between the job as performed by the person employed in a single-college district compared to a person in a similar position in a college within a multi-college district.

Several background questions were also included in the survey to determine a profile state wide of the persons who are involved in administering occupational programs.

Questionnaires were mailed to 99 occupational administrators in California. It seems that the title which the administrator bears indicates immediately a difference in philosophy from college to college. Some are Administrators of Occupational Education, others Coordinators of Vocational Education, Directors of Career Education, Deans of Technical Education, also Chairman of Career Programs. To be consistent, the report will use the term "Occupational".

Responses were received from 81 occupational administrators which is a return of approximately 80%.

Employed in:

Single-College District	43	(53%)
Multi-College District	38	(47%)
	81	

Occupational Education responsibilities:

54 (67%) Employed full-time; no other area of responsibility.
27 (33%) Part-time responsibility for Occupational Education.

Those administrators who do not have a full-time responsibility for Occupational Education reported their other duties also included:

9 Dean of Instruction
5 Extended Day, Summer School
4 Work Experience, Handicapped, Division Chairman
3 Grants, Research, Staff Development
Academic Services
Articulation, Catalog, Course Development, In-service.
Administrator of another campus.
Dean of non-occupational divisions.
Educational Development
Adult Education

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The Administrators also reported differences in rank.

36 Full Dean
24 Associate Dean
9 Assistant Dean
8 Director
4 Coordinator

78 administrators are reported as management.
1 is supervisory and
2 are considered as faculty.

Present age was reported as follows:

0		25 - 30	17	(21%)	46 - 50
8	(9%)	31 - 35	13	(17%)	51 - 55
8	(9%)	36 - 40	16	(20%)	56 and over.
19	(24%)	41 - 45			

The Administrators have been employed in their present position:

29	(35%)	1 to 3 yrs.	18	(22%)	7 to 10 yrs.
20	(24%)	4 to 6 yrs.	14	(17%)	11 yrs. or more

The present salary range for Occupational Administrators was reported as:

2	$16,000 - $18,000		9	(11%)	$25,000 - $27,000
3	$19,000 - $21,000		29	(36%)	$28,000 - $30,000
3	$22,000 - $24,000		35	(43%)	$31,000 or over.

High School Experience

It was reported that 47 Occupational Administrators were formerly high school teachers. The subjects which they taught:

Science/Math	English
Graphic Arts	Journalism
Agriculture	Chemistry/Physics
Metals	Industrial Arts
Business	Social Science
Printing	Automotive
Carpentry	Electronics
Drafting	Physical Education

Sixteen of these reported that while in high school they also served as an administrator, five were former department chairmen and three were counselors.

Thirty-four (41%) of the present community college administrators of Occupational Education reported no high school experience.

Community College Experience

Fifty-three of the present Occupational Education Administrators also taught in the community college. The subjects which they taught:

Math	History
Automotive	Journalism
Metals	Philosophy
Business	Carpentry
Chemistry	Welding
Graphic Arts	Forestry
Adm. of Justice	Agriculture
Drafting	Electronics
Engineering	Machine Shop
Music	Physical Education
Geography	Life Science

Sixty-seven administrators reported that they had others, under their supervision, who assisted them. These included division chairmen, directors, faculty, coordinators, and administrative assistants. Fourteen reported that they had no other persons who assisted them.

Their immediate supervisor was reported as:

41	Dean of Instruction
12	Vice President of Instruction
12	College President
6	Assistant Supt. of Instruction
2	Dean of Educational Services
2	Dean of Academic Services
2	Assistant Superintendent
2	College Vice President
2	District Chancellor

There seems to be as many titles for the "Dean of Instruction" as for the Dean of Occupational Education.

Conclusion:

There appears to be some difference in the degree of involvement in the primary responsibilities of all Administrators' of Occupational Education. The data does not seem to indicate, however, that there are certain primary duties and responsibilities performed by some occupational administrators and not by others.

The position of Administrator of Occupational Education requires the involvement with many federal, state, local and district agencies. Each of these agencies has its own unique needs and requests which must be met by all colleges whether in a single-college district or a multi-college district.

JOB DUTIES AND RESPONSIBILITIES

"DONE OR COMPLETED BY YOU"
Arranged in rank order with 20 or more affirmative responses

MULTI-COLLEGE DISTRICT (38 responses)	
Responses	Responsibility
31	Administrative Staff Committee
30	Curriculum Committee
28	Part B. Augmented Funds
28	C.O.P.E.S.
27	Supervise Work Experience Coordinator
26	Write Special Projects (Parts A, etc)
25	Long Range Occ Ed Planning
25	Participate in hiring of Occ Ed Instr.
24	V.E. 45
24	V.E. 47
24	V.E. 48
24	Form Advisory Committees
23	District Plan for Occ Ed
23	S.A.M.
23	Community-Need Surveys
23	Budget Committee
22	Evaluate Occ Ed Instructors
21	Innovations Committee
21	Plan New Vocational Facilities
20	Research Committee
20	Student Follow-up Surveys
20	Employer-Need Surveys

SINGLE COLLEGE DISTRICT (43 responses)	
Responses	Responsibility
41	Serve/Member Regional Adult & Occ Ed Coordinating Council
37	Administrative Staff Committee
36	District Plan for Occ Ed
36	Long Range for Occ Ed Planning
36	Part B Augmented Funds
35	Supervise Work Exp. Coordinator
34	C.O.P.E.S.
34	Curriculum Committee
31	Annual Report/Chancellor's Office(VEA)
30	V.E. 45
29	Participate/Hiring Occ Ed Faculty.
27	S.A.M.
27	Write Special Projects (Parts A, etc)
27	Supervise Occ Ed Instructors
26	Attend School Board Meetings
26	V.E. 47
26	V.E. 48
26	V.E. 60
25	Student Follow-up Surveys
25	Form Advisory Committees
25	Evaluate Occ Ed Instructors
25	Attend articulation meetings with high schools
24	Employer-Need Surveys
24	Budget Committee
24	Plan/conduct in-service for Occ Ed Faculty
23	V.E.A. Final Claim
22	Community-Need Surveys
22	Attend legislative meetings
22	Contact local legislators
20	Innovations Committee

Except for one responsibility, serve as member of research committee, all of the duties performed by the multi-college district dean are also performed by the single college district dean as reported by 20 or more administrators.

However, 10 responsibilities mentioned by 20 or more single college deans were not mentioned as done or completed by 20 or more of the multi-college deans.

These responsibilities include:

Serve as member of R.A.V.E.C.
Annual report to Chancellor's Office.
Supervise Occupational Education Instructors.
Attend school board meetings (mandatory).
V.E.A. Form 60.
Attend articulation meetings with high schools.
Plan in-service for Occupational Education Instructors.
V.E.A. Final Claim.
Attend legislative meetings.
Contact local legislators.

SINGLE COLLEGE DISTRICT

43 Colleges Responded

JOB RESPONSIBILITIES	Done or Completed By You	Done or Completed By Others - Approved By You	Not Your Responsibility
V.E. 45 (C.C.O.E.)	30	13	--
V.E. 47 (C.C.O.E.)	26	12	--
V.E. 48 (C.C.O.E.)	26	12	--
V.E. 60 (C.C.O.E.)	26	11	6
V.E.A. Final Claim	23	16	4
District Plan for Vocational Education	36	7	--
Long Range Vocational Planning	36	7	--
Apprenticeship Enrollments Report	14	12	17
Annual Report to Chancellor's Office (V.E.A.)	31	12	--
Construction Reports	12	5	26
Write Special Projects (Parts A,B,C,D,F,G,H)	27	11	5
H.E.W. TITLE I	3	3	37
H.E.W. TITLE II	--	4	39
H.E.W. TITLE VI	3	3	37
H.E.W. TITLE VII	--	3	40
H.E.W. TITLE IX	1	1	41
Part B Augmented Funds	36	6	1
S.A.M.	27	13	3
C.O.P.E.S.	34	6	3
Community Need Surveys	22	14	7
Student Follow-Up Surveys	25	15	3
Employer Need Surveys	24	13	6
Form Advisory Committees	25	16	1
Chair Advisory Committee Meetings	19	20	4
Attend Legislative Meetings	22	5	16
Contact Local Legislators	22	5	16

43 Colleges Responded JOB RESPONSIBILITIES	Done or Completed By You	Done or Completed By Others - Approved By You	Not Your Responsibility
Serve On Committees: Research	12	5	26
Curriculum	34	5	4
Budget	24	5	14
Administrative Staff	37	--	6
Innovations	20	3	20
Other Committees	12		
Supervise Occupational Instructors	27	13	3
Evaluate Occupational Instructors	25	12	6
Supervise Work Experience Coordinator	35	1	7
Supervise Career Information Center	2	11	30
Supervise Job Placement Office	9	8	26
Approve Class Schedule for Vocational Depts.	19	19	5
Plan New Vocational Facilities	19	17	7
Have Evening College Responsibilities	10	11	22
Have Institutional Research Responsibilities	3	8	32
Have Summer School Responsibilities	8	9	26
Attend School Board Meetings (Mandatory)	26	2	15
Attend articulation meetings with high schools	25	15	3
Participate in hiring of new occupational education faculty	29	13	1
Supervise program for handicapped students	9	10	24
Plan and conduct in-service training sessions for occupational education faculty	24	12	7
Serve as a member of the Regional Adult and Vocational Education Coordinating Council	41	--	2
Your other duties/responsibilities not mentioned above	7		

MULTI-COLLEGE DISTRICT

38 Colleges Responded JOB RESPONSIBILITIES	Done or Completed By You	Done or Completed By Others - Approved By You	Not Your Responsibility
V.E. 45 (C.C.O.E.)	24	9	5
V.E. 47 (C.C.O.E.)	24	9	5
V.E. 48 (C.C.O.E.)	24	9	5
V.E. 60 (C.C.O.E.)	15	10	13
V.E.A. Final Claim	8	11	19
District Plan for Vocational Education	23	9	6
Long Range Vocational Planning	25	7	6
Apprenticeship Enrollments Report	10	8	20
Annual Report to Chancellor's Office (V.E.A.)	15	9	14
Construction Reports	5	6	27
Write Special Projects (Parts A,B,C,D,F,G,H)	26	7	5
H.E.W. TITLE I	4	6	28
H.E.W. TITLE II	3	6	28
H.E.W. TITLE VI	4	6	28
H.E.W. TITLE VII	2	6	29
H.E.W. TITLE IX	2	6	29
Part B Augmented Funds	28	5	5
S.A.M.	23	11	5
C.O.P.E.S.	28	5	5
Community Need Surveys	23	12	3
Student Follow-Up Surveys	20	16	2
Employer Need Surveys	20	15	3
Form Advisory Committees	24	10	4
Chair Advisory Committee Meetings	18	14	6
Attend Legislative Meetings	15	3	20
Contact Local Legislators	15	6	17

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38 Colleges Responded JOB RESPONSIBILITIES	Done or Completed By You	Done or Completed By Others - Approved By You	Not Your Responsibility
Serve On Committees:			
Research	20	--	18
Curriculum	30	--	8
Budget	23	--	15
Administrative Staff	31	--	7
Innovations	21	--	17
Other Committees	8		
Supervise Occupational Instructors	16	5	17
Evaluate Occupational Instructors	22	3	13
Supervise Work Experience Coordinator	27	6	5
Supervise Career Information Center	3	7	28
Supervise Job Placement Office	6	6	26
Approve Class Schedule for Vocational Depts.	13	3	22
Plan New Vocational Facilities	21	5	12
Have Evening College Responsibilities	12	5	21
Have Institutional Research Responsibilities	8	6	24
Have Summer School Responsibilities	13	9	16
Attend School Board Meetings (Mandatory)	9	--	29
Attend articulation meetings with high schools	17	5	16
Participate in hiring of new occupational education faculty	25	7	6
Supervise program for handicapped students	8	5	25
Plan and conduct in-service training sessions for occupational education faculty	19	6	13
Serve as a member of the Regional Adult and Vocational Education Coordinating Council	14	3	21
Your other duties/responsibilities not mentioned above	9		